

Membership Balance Plan
Department of Defense Military Family Readiness Council

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to 10 U.S.C. § 1781a, and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established the Department of Defense Military Family Readiness Council (“the Council”), a statutory advisory committee.
2. Mission/Function: The Council shall review and make recommendations to the Secretary of Defense regarding the policy and plans required under 10 U.S.C. § 1781b, monitor requirements for the support of military family readiness by the Department of Defense (DoD), and evaluate and assess the effectiveness of the military family readiness programs and activities of the DoD.
 - a. The Council, no later than February 1st of each year, shall submit to the Secretary of Defense and the congressional defense committees a report on military family readiness. Each report, at a minimum, shall include the following:
 - 1) An assessment of the adequacy and effectiveness of the military family readiness programs and activities of the DoD during the preceding fiscal year in meeting the needs and requirements of military families.
 - 2) Recommendations on actions to be taken to improve the capability of the military family readiness programs and activities of the DoD to meet the needs and requirements of military families, including actions relating to the allocation of funding and other resources to and among such programs and activities.
3. Points of View: The Council, pursuant to 10 U.S.C. § 1781a(b), shall be composed of 18 members, appointed as specified below:
 - a. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)), who shall serve as Chair of the Council. In the USD(P&R)’s absence, the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)) shall represent the USD(P&R) as Chair of the Council. If both the USD(P&R) and the PDUSD(P&R), on behalf of the USD(P&R), are unable to attend a Council meeting, then the Assistant Secretary of Defense for Manpower and Reserve Affairs shall represent the USD(P&R) as Chair of the Council.
 - b. One representative from each of the Army, Navy, Marine Corps, and Air Force, each of whom shall be a member of the armed force to be represented:
 1. U.S. Army – the Assistant Chief of Staff for Installation Management;
 2. U.S. Navy – the Chief of Naval Personnel;
 3. U.S. Air Force – the Deputy Chief of Staff for Manpower and Personnel; and
 4. U.S. Marine Corps – the Deputy Commandant for Manpower & Reserve Affairs.

These officers, normally in the grade of Lieutenant General and Vice Admiral, are responsible for military and civilian personnel policy oversight and program management of their respective Military Services, to include all family related programs and policies for military, retired military

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members, and their families. Representatives of the Military Departments, pursuant to 10 U.S.C. § 1781a(2)(A), shall serve a two-year term of service which may be renewed by the Secretary of Defense.

- c. One representative of the Army National Guard or the Air National Guard, who may be a member of the National Guard. The Chief, National Guard Bureau shall nominate one individual to serve as the National Guard Representative to the Council, beginning with the Army National Guard. Representation on the Council shall rotate between the Army National Guard and Air National Guard and pursuant to 10 U.S.C. § 1781a(2)(A), serve a two-year term of service on a calendar year basis.
- d. One spouse or parent of a member of each of the Army, Navy, Marine Corps, and Air Force, two of whom shall be the spouse or parent of an active component member and two of whom shall be the spouse or parent of a reserve component member. The USD(P&R), in consultation with the Secretaries of the Military Departments, shall nominate (a) Regular Component nominees begin with the Air Force and the Marine Corps followed by the Army and the Navy and (b) Reserve Component nominees beginning with the Army and the Navy followed by the Air Force and the Marine Corps and pursuant to 10 U.S.C. § 1781a(2)(A), shall serve a two-year term of service which may be renewed by the Secretary of Defense.
- e. Three individuals appointed by the Secretary of Defense from among representatives of military family organizations, including military family organizations of families of members of the regular components and families of members of the reserve components and Pursuant to 10 U.S.C. § 1781a(2)(B), serve a three-year term of service. For the 2016-2019 period, the following military family organizations shall be represented on the Council: the Children's Hospital Association, the Military Child Education Coalition, and the National Military Family Association.

The Secretary of Defense has directed the USD(P&R) to develop a plan that balances the rotation of representatives of military family organizations among the major, nationally recognized military family organizations, to include a balance among those representing families of members of both the Regular and the Reserve Components. This rotational plan shall be reviewed, updated if necessary, and approved by the Secretary of Defense every three years. In developing the rotational plan, the USD(P&R) strives to ensure balance among organizations that support all ranks and Military Services.

- f. The senior enlisted advisors from each of the Army, Navy, Marine Corps, and Air Force, except that two of these members may instead be selected from among the spouses of the senior enlisted advisors. The DoD has established a goal to appoint to the Council, based on the exigencies of the Military Services and as determined by the USD(P&R), at least one spouse, but no more than two at any one time, of a Senior Enlisted Advisor from among the Army, Navy, Marine Corps, and Air Force.
- g. The Director of the Office of Community Support for Military Families with Special Needs ("the Director").

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The Director, National Guard Bureau, in considering potential nominees, shall select someone with a broad knowledge about the complex issues facing National Guard members, their spouses, and children. Ideally, the nominee shall have experience with pre-deployment, deployment and post-deployment issues, to include employer support of National Guard members.

The DoD, in selecting potential candidates for the Council, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters expected to be handled by the Council. The Department has found that viewing the complex issues facing the Department through a multidisciplinary advisory committee, provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

Each Council member, based upon his or her individual and professional experience, provides his or her best judgment on the matters before the Council, and he or she does so without representing any particular point of view and in a manner this is free from conflict of interest. Council members who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members. The DoD, unless otherwise required by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the Council. The Council's membership balance is not static and the Secretary of Defense or the Deputy Secretary of Defense may change the membership based upon work assigned to the Council by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(P&R), as the DoD Sponsor.

4. Other Balance Factors: None.
5. Candidate Identification Process: The DoD, in selecting potential candidates for those members where the Department has discretion, reviews:
 - a. The educational and professional credential of professionals who work for military family organizations supporting Service members and their families.
 - b. The personal experiences of parents and spouses of Service members and, members of the National Guard as it relates to military family issues.

Once potential candidates are identified, the Council's Designated Federal Officer (DFO), works with the various stakeholders, to include senior DoD officers and employees, to identify potential candidates. Where the Department has latitude, the DFO, in consultation with the Deputy Assistant Secretary of Defense for Military Community and Family Policy, reviews the credentials of each individual and narrows the list of potential candidates before forwarding the list to the USD(P&R) for review. During his or her review, the USD(P&R) strives to achieve a balance between the

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professional credentials of the individuals and the near-term subject matters that shall be reviewed by the Council to achieve expertise in points of view regarding anticipated topics.

Once the USD(P&R) has narrowed the list of candidates and before formal nomination to the Secretary of Defense, the list of potential candidates undergoes a review by the Office of the General Counsel for the Department of Defense and the Office of the Advisory Committee Management Officer (ACMO) to ensure compliance with federal and DoD governance requirements, including compliance with the Council's charter and membership balance plan. Following this review, the USD(P&R) discusses the potential candidates with the Secretary of Defense or the Deputy Secretary of Defense and requests authorization to proceed with the nominations. Pursuant to DoD policy, only the Secretary of Defense and the Deputy Secretary of Defense can authorize the appointment of individuals to serve on DoD established or supported advisory committees.

Following the Secretary of Defense or the Deputy Secretary of Defense authorization and subsequent USD(P&R)'s administrative certification, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members. Consistent with Deputy Secretary of Defense policy and the authority delegated to the ACMO by the Assistant Deputy Chief Management Officer, the ACMO is authorized to administratively certify the annual renewal of appointment of Council members previously appointed in accordance with DoD policies and procedures.

No member unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Council, including its subcommittees, or serve on more than two DoD Federal Advisory committees at one time.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Council's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Council.

Individuals considered for appointment to any subcommittee of the Council may come from the Council itself or from new nominees, as recommended by the USD(P&R) and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the USD(P&R) is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Council or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the USD(P&R).

Consistent with Deputy Secretary of Defense policy, the USD(P&R) may appoint the subcommittee's Chair from among the membership previously authorized by the Secretary of Defense or Deputy Secretary of Defense and, in doing so, shall determine the term of service, which shall not exceed the member's approved term of service.

Subcommittee members shall be appointed for a term of service of one-to-four years, subject to annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee. Subcommittee members, if not full-time or permanent part-time Federal officers or

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employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 101-3.130(a) to serve as RGE members.

7. Other: As nominees are considered for appointment to the Council, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions (79 F.R. 27482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared/Updated: December 13, 2016